
	<b>OTHER REGULATION NOT INCLUDED IN THE ORGANISATIONAL AND OPERATIONAL PROCEDURES</b>	Version number: 00. Effective date: 15 February 2023 Reference number: JISZ-SZ/8/2023
<b>ORGANISATIONAL AND OPERATIONAL PROCEDURES OF THE UNIVERSITY LIBRARY</b>		

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Version number	Date of publication	Effective date	Version tracking
00.	15.02.2023	15.02.2023	<b>Publication</b> Resolution No. SZ-31/2022/2023 (7 February 2023)

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### Preamble

Corvinus University of Budapest (hereinafter: CORVINUS or University), on the basis of Volume I of the University's Rules for Organisation and Operation, Paragraph (4) of Section 53 of the Organisational and Operational Procedures, as well as Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services and Act CCIV of 2011 on National Higher Education, hereby establishes the organisational and operational procedures of the University Library (hereinafter: Library OOP) as follows.

### General provisions

#### 1. §

- (1) Name of the Library: University Library of Corvinus University of Budapest
- (2) The name of the Library used in international relations:  
Corvinus University of Budapest, Library
- (3) Abbreviated name of the Library: Corvinus Library
- (4) Registered seat of the Library: 1093 Budapest, Közraktár u. 4–6.
- (5) Foundation year: 1948
- (6) The Library is a foundation-controlled, public-benefit private higher education institution library operating on the basis of Paragraph (2) of Section 11 of Act CCIV of 2011 on National Higher Education, providing library services on the basis of Paragraph (2) of Section 11 of the Nftv., in such a way that it discharges the functions set out in Paragraph (2) of Section 14 of the Nftv., including the public library functions specified in Section 55 of Act CXL of 1997 and the academic and specialised library functions specified in Section 63 of the same Act. In accordance with Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services, and Decree No. 30/2014 (10 April) of the Minister of Human Capacities, the Library shall also function as an academic library, a specialised library and a public library.
- (7) The Library is a member of the National Document Supply System (NDSS).
- (8) The Library is an organisational unit directly supporting education and academic research with its services and operates according to the Library OOP adopted by the Senate.
- (9) The Library OOP is Organisational and Operational Procedures in terms of Point (b) of Paragraph (1) of Section 68 of Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services.
- (10) The personal scope of the Library OOP extends to all organisational units and employees of the Library, to persons who are students, doctoral students or doctoral candidates of the University and any natural person who uses the services of the Library.

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- (11) The material scope of the Library OOP covers all activities, procedures and tasks carried out by the Library.

### **Operation and supervision of the Library**


#### **2. §**

- (1) The Library is maintained by the University. The University provides the conditions necessary for the continuous and proper operation of the Library and for the performance of its basic functions.
- (2) The Library is under the professional and legal supervision of the Minister responsible for culture.
- (3) The Library is a service-providing organisational unit of the University. It is managed by the Vice-Rector for Research, in accordance with the University's Organisational and Operational Procedures.
- (4) The development of the Library is in line with the University Library's Strategic Concept.

### **The Mission Statement of the Library**

#### **3. §**

- (1) As a key institution for lifelong learning, the Library supports the acquisition of knowledge and the creation of new knowledge through its educational, knowledge-sharing, service and community-building activities. Its aim is to support teaching, individual and group learning and academic research at the University by providing access to the highest quality academic literature and other academic resources and by disseminating academic results widely and internationally. To this end, the Library
  - a) organises, explores and makes available a unique collection of Hungarian and international literature in the disciplines taught and researched at the University,
  - b) provides services that anticipate the rapidly changing needs of the 21<sup>st</sup> century and enrich the research and learning experience,
  - c) makes the academic content created at the University visible and accessible with the greatest possible openness, and ensures its long-term preservation,
  - d) preserves and presents the material heritage and intellectual values of the University and the disciplines taught at the University,
  - e) maintains a community space for individual and group learning, research and community and cultural life.

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### Related documents

#### 4. §

- (1) The following legislation is linked to the Library OOP:
- a) Act CCIV of 2011 on National Higher Education (hereinafter, with Hungarian abbreviation: Nftv.),
  - b) Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services,
  - c) Joint Decree No. 3/1975 (17 August) of the Minister of Culture and the Minister of Finance on library inventory control (stocktaking) and on the regulations for deregistration from library inventories,
  - d) Government Decree No. 379/2017 (11 December) on the keeping of the register of public libraries,
  - e) Government Decree No. 6/2001 (17 January) on certain benefits for library users,
  - f) Decree No. 14/2001 (5 July) of the Minister of National Cultural Heritage on the professional supervision of libraries,
  - g) Decree No. 22/2005 (18 July) of the Minister of National Cultural Heritage on regulations concerning the management and record keeping of historical library documents,
  - h) Government Decree No. 335/2005 (29 December) on the general requirements concerning document management by bodies with a public service mission,
  - i) Decree No. 30/2014 (10 April) of the Minister of Human Capacities on the priority functions of museums with nationwide authority, specialised museums with nationwide authority, national libraries, national specialised libraries and state university libraries,
  - j) Government Decree No. 73/2003 (28 May) on the National Document Supply System.

### The Library's mission

#### 5. §

- (1) The Library has the following functions:
- a) continuously developing, exploring, preserving, maintaining and making available its collection,
  - b) operating its own website as part of the University website to provide access to its electronic services and to inform readers,
  - c) providing academic literature and information resources for students of different academic levels,
  - d) providing learning and community spaces for individual and group learning,
  - e) contributing to the development of students' learning skills, especially information and digital competences, and to their success in their studies at the University,

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- f) providing the academic literature and data sources needed for research activities,
- g) content management for the University, ensuring the preservation and dissemination of knowledge generated by teaching and research, and participating in the dissemination of academic results,
- h) running a bibliometric workshop to provide bibliometric advice to researchers and coordinating and carrying out tasks related to the authentic registration of academic publications,
- i) providing information on international academic management and evaluation practices and academic communication patterns to enhance research success,
- j) providing research data management services,
- k) coordinating the University's academic publishing activities,
- l) participating in the exchange of documents and information between libraries,
- m) supporting library users in acquiring information literacy and in lifelong learning,
- n) participating in the education and further training of librarians and in library and information science research,
- o) participating in the implementation of centralised national services to support the operation and development of the public library system,
- p) organising cultural, community, educational and other events,
- q) contributing to the improvement of the quality of life and the competitiveness of the country through its knowledge, information and cultural outreach activities,
- r) participating in national and international library and digital research information collaborations.

### **Organisational structure of the Library**

#### **6. §**

- (1) The Library operates functional units that provide complex services to support project work in response to the ever-changing needs of teaching, learning and research.
- (2) In complex jobs that promote knowledge sharing, flexibility and a balanced workload, staff member's activities are shared between functional areas. The functional areas are coordinated by executive staff members (team leaders). Functional organisational units are complemented by specific positions covering specific tasks.
- (3) The organisational structure of the Library is illustrated in the summary diagram in Annex 1 to these Regulations.
- (4) The Library discharges its functions within the following functional organisational units:
  - a) Reader Services and Access


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- b) Collection Management
  - c) Research Support
  - d) Learning Support and Training
  - e) Publishing
  - f) Research Data Management Support
  - g) Secretariat
- (5) Reader Services and Access is responsible for the following:
- a) providing academic literature and reading room information adapted to the needs of university teaching and research,
  - b) running the digital applications and interfaces needed to use the Library's stock,
  - c) borrowing services,
  - d) service personalisation,
  - e) maintaining spaces for reading and community activities, ensuring conditions for individual and group learning,
  - f) processing readers' data in accordance with data protection requirements,
  - g) collecting fees for services via the Neptun study system or by debit card payment,
  - h) providing inter-library services within the framework of the National Document Supply System,
  - i) monitoring user satisfaction and experience and incorporating lessons learned into services,
  - j) fostering public relations, promoting the Library's services and resources.
- (6) Collection Management is responsible for the following:
- a) systematic acquisition of own and external paper-based and electronic collections, as well as their exploration in terms of form and content, in accordance with the needs of the University, ensuring searchability and usability,
  - b) collecting and aligning the University's needs with the available financial resources,
  - c) taking care of the printed stock and preserving the appropriate parts of the stock,
  - d) reduction and scrapping,
  - e) retrospective stock processing,
  - f) promoting the durable use and preservation of electronic resources,
  - g) planning the financial resources for stock increasing, managing the budget,
  - h) analysis of the use of print and electronic information resources, and of the use made of the inputs,

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- i) exploration, preservation and making available of the museum collection, which constitutes the scientific heritage,
  - j) organising the Library's digitisation activities.
- (7) Research Support is responsible for the following:
- a) content management for the University,
  - b) operating the electronic library infrastructure,
  - c) operating and developing electronic collections (repositories) for the preservation and dissemination of university research results,
  - d) technical and methodological support for the University's electronic publishing activities,
  - e) operating a bibliometric workshop, ensuring the registration of academic publications and their uploading into the unified national database, as well as bibliometric support for degree acquisition and accreditation procedures and tender application activities,
  - f) supporting the open-access disclosure of publications, advising on copyright and licensing issues and publication channels.
- (8) Learning Support and Training is responsible for the following:
- a) providing learning support and information training to improve students' learning skills and academic success,
  - b) supporting professional communication training and courses by developing a range of in-class training courses in cooperation with lecturers,
  - c) developing and publishing digital and multimedia training materials and information user guides,
  - d) improving the methodology of library training.
- (9) Publishing is responsible for the following:
- a) the full coordination of the uniform and high-quality publication of scientific publications, learning materials, specialist books and journals of interest to the University,
  - b) professional coordination of the marketing of certain publications in the book trade.
- (10) Research Data Management Support is responsible for the following:
- a) implementing and developing research data management services,
  - b) developing a research data management policy and technical recommendations,
  - c) data management advice and practical support for researchers and doctoral students.
- (11) The Secretariat is responsible for ensuring the operational functioning of the Library in cooperation with the University's operational organisational units.



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- (12) The duties of Library staff members are governed by their position descriptions. Their work is professionally supervised by the Director-General.
- (13) The tasks of each organisational unit and the organisation of work processes are set out in regulations, orders of business, position descriptions and the annexes to these Regulations.
- (14) The services, conditions of use and discounts of the Library are set out in Annex 2 of the Library OOP, the Library Regulations.

### **Management of the Library**

#### **7. §**

- (1) The Library is headed by a Director-General. The rules governing the appointment of the Director-General are laid down in the OOP and the University's Employment Regulations.
- (2) The Director-General shall perform his/her duties in accordance with the relevant legislation and University regulations.
- (3) In the event of the Director-General's inability to act, absence or temporary vacancy of the post of Director-General, the Head of Learning Support and Training is authorised to replace him/her.
- (4) The activities of each functional area are organised and coordinated by the team leaders. As work supervisors, they give tasks to the staff members working in the job and supervise and evaluate their performance. The responsibilities and powers of the team leaders are defined in specific position descriptions.

### **Financial management of the Library**


#### **8. §**

- (1) The Library is maintained by the University budget and its financial management is governed by University regulations.
- (2) The current rates for library services are set by the Director-General and published in the Library Regulations.

### **Quality assurance**

#### **9. §**

- (1) Pursuant to Point (k) of Paragraph (1) of Section 55 of Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services, the Library organises its services taking into account the aspects of library quality management.
- (2) The Library regularly reviews its documents which are the basis of its activities (e.g. mission statement, plans and regulations) and proposes amendments to them or amends them as necessary.

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- (3) The Library provides an ongoing opportunity for library users to express their opinions. It conducts a questionnaire survey at least once a year and monitors the user experience to assess real service needs. At the end of the survey, the comments received and the needs that emerge from the survey are aggregated and used to improve the services.
- (4) Using the quality indicators reported by the Library and national and international standards of library quality assurance, the Library and the University regularly monitor and evaluate the Library's activities.

### **Data processing**

#### **10. §**

- (1) The Library shall make the Data Processing Notice pursuant to Article 13 of the GDPR available to data subjects at the time of registration or when using any library service, either online or on paper.
- (2) The Library shall process personal data in connection with the provision of its services in accordance with the Data Processing Notice referred to in Paragraph (1). The Library shall obtain the opinion of Head of Legal Affairs and/or the Data Protection Officer prior to any processing that differs from or goes beyond the scope, purpose or duration of the processing as set out in the Data Processing Notice under Paragraph (1).

### **Final provisions**

#### **11. §**

- (1) The present Regulations were adopted by the Senate at its meeting of 7 February 2023, at the same time the Regulations previously issued on the subject are repealed.

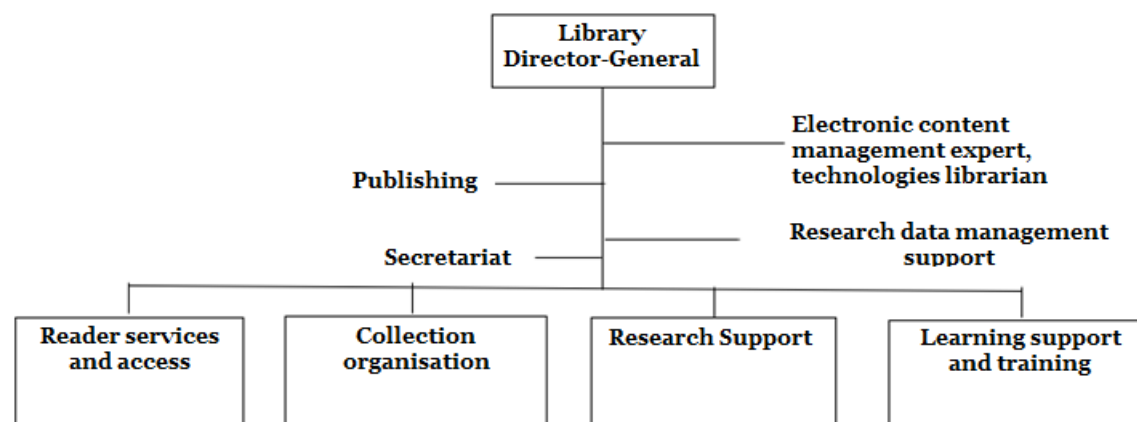
### **Annexes:**

- Annex 1: Organisational structure of the University Library
- Annex 2: Library Regulations
- Annex 3: Collections Regulations

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Annex 1

### Organisational structure of the University Library



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Annex 2

## LIBRARY REGULATIONS

### I. Basic principles for using the Library

1. The University Library of Corvinus University of Budapest (hereinafter: Library) is a library of a foundation-controlled, public-benefit private higher education institution, the basic purpose of which is to support education, individual and group learning and academic research at the Corvinus University of Budapest.
2. The Library is a public library within the framework of the national library supply system and is open to all library users over the age of 18 who accept the provisions of these regulations.
3. Library users are entitled to the following basic services free of charge:
  - visiting the library,
  - on-site use of the designated collections of the Library in the borrowing area,
  - use of the catalogue,
  - receiving information about the services of the Library and the Hungarian library system.
4. The Library is entitled to register, free of charge and for statistical purposes, the natural identity and address data of visitors who use the free basic services. Use of any additional services is subject to registration. The Library informs users of its opening hours on its website.
5. The Library may operate with reduced opening hours and may be closed during the summer and winter periods, taking into account the operating conditions of Corvinus University of Budapest (hereinafter: University). The Director-General of the Library may also order a closure for other reasons.

### II. Registration

#### **Students of Corvinus University of Budapest**

1. Library registration for University students is part of the University enrolment process. The library membership card can be obtained free of charge in person at the Library upon proof of identity.
2. Library membership for students of the University is valid at all premises of the Library until the end of their student status. Students are also entitled to use the library during a passive semester. Library membership may be extended for the purpose of writing a thesis until the end of the semester immediately following the award of the final (pre-degree) certificate for students who have not yet passed their final examination.
3. In case of loss of the library card, a replacement fee will be charged.

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### **Lecturers and employees of Corvinus University of Budapest**

1. Employees of the University may obtain a library card free of charge upon proof of their identity, which is valid until the end of their employment with the University.
2. Retiring University employees will continue to be entitled to use the library free of charge under the conditions applicable to active employees, except for remote use. Remote access to electronic resources subscribed to by the Library may be requested from the employer upon retirement.
3. Visiting lecturers and researchers of the University may use the Library on the basis of a certificate issued by the host organisational unit.

### **External readers**

1. The Library is open to all persons over the age of 18 with a documented Hungarian residential address. Registration is done in person, after online registration, with data reconciliation.
2. A library fee is charged when registering. Persons with a certificate of severe disability and persons over 70 years of age, as well as employees of public collections (libraries, museums and archives) are exempt from paying the library fee. Students from other higher education institutions with a valid student card are entitled to a 50% discount on registration. Eligibility for discounts shall be verified upon registration.
3. The Director-General of the Library sets the fees for registration and services and other fees. Information about the fees is available on the Library's website. In the event of changes in the Library's operating conditions, the rates for services and use may be subject to change.
4. On registration, a library card valid for the day of registration and allowing on-site use or a library card for borrowing for one year or six months from the day of registration may be purchased.
5. Personal data required for registration: name, name at birth, mother's name at birth, place and date of birth, residential address. The Library records and processes the email address of the user and the personal data entitling the user to discounts with the consent of the user.
6. New users can also provide their personal details in advance by registering remotely online by filling in the form available on the Library's website.
7. Documents requested at the time of personal registration to prove the data:
  - Proof of identity by presenting an original, valid photo ID: identity card, passport or driving licence.
  - Proof of registered residential address in Hungary: address card. For persons without an address card, proof of address shall be provided by another official document, e.g. a rent or dormitory contract in the name of the registering person.

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- In addition to the above, citizens of countries outside the European Economic Area are required to provide a declaration of a Hungarian citizen as first demand absolute direct surety and the income statement of such surety.

8. Documents required to claim a registration discount:

Students from other higher education institutions	Valid student identity card or school attendance certificate
Employees of public collections	Certificate of employment
Pensioners	Document proving pension entitlement

9. The Library processes the data of registered readers in accordance with the provisions of legislation in force and the Privacy Policy published on the Library’s website, and uses it solely for the purposes of library services. Registered readers can view their registered data by logging in to their personal interface of the library catalogue. The Library keeps the data of registered readers and first demand absolute direct sureties for one year after the expiry of their membership. The details of a reader with a borrowed document or an outstanding debt cannot be deleted from the register until the debt is settled.

### III. Rights and obligations of registered readers

1. In the exercise of the rights of users, the University’s House Rules shall apply with the additions and exceptions set forth in this Clause III.
2. Individual user groups may have different privileges when using library services.
3. To use library services in person, readers shall bring their library card with them. Library staff or the University Security Service may ask visitors to show their library card provided as proof of library membership and proof of identity.
4. Transport equipment (scooters or roller skates) and pets are not allowed in the library, except guide dogs or other therapy dogs. Large bags may not be brought into the library, but may be placed in the free bag deposit box. One reader may use one seat.
5. Library card holders shall report any changes in their personal data and email address, and the Library shall not be liable for any damage resulting from failure to report such changes.
6. The library card is not transferable to another person. The reader is responsible for all documents borrowed with his/her library card and for the payment of any services used for a fee.
7. To avoid misuse, the loss of a library card shall be reported immediately. Upon reporting, the Library will disable the use of the lost library card on the computer system.
8. Readers’ comments and suggestions regarding the Library’s operation and services can be submitted on the Library’s website, by email, or in the Wish Log located at the 1<sup>st</sup> floor service point.

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9. All readers have a duty to protect the integrity of the Library's documents, equipment, furniture and utensils. Anyone who damages a borrowed or locally used library document or the Library's equipment, assets or furniture must pay compensation for the damage.
10. Readers leaving the Library are required to present the contents of their bags and outerwear to the security staff when the document security system is activated. In the event of irregular removal of library documents and equipment belonging to the Library, the head of the security service will record the case. A reader who seriously violates the Library's rules of use may be excluded from the Library by the Director-General of the Library on the basis of the report.

#### IV. Use of library spaces

1. The Library operates quiet zones for individual study, consultation rooms and shared study spaces for group learning and problem-solving. Conversation is allowed in designated shared study spaces, but you are expected to respect each other's work and to respect social norms.
2. Only students and lecturers of the University are entitled to use the consultation rooms. Rooms can be booked in advance by filling in an online booking form. On a given day, a person may request a room for a maximum of 2 hours and for a minimum of 3 people.
3. Food is not allowed in the reading areas. Drinks may be consumed from a closed bottle or a covered glass. Food, food boxes and waste are not allowed on library tables and workstations.
4. Readers shall leave the library seat or equipment clean and in such a condition that it can be used without interruption by the next reader.
5. Other issues related to the use of the building are governed by the University's House Rules.

#### V. Use of electronic documents and making copies

1. Electronic content provided by the library may not be used for any unlawful act. Copyright works available in electronic format may be downloaded only by registered readers in accordance with the provisions of copyright law and the terms of the relevant licence agreement, for the purposes of academic research or individual study. You can find out about the conditions of use on the Library's website or ask a librarian.
2. Self-service, free-of-charge scanning can be used to make copies in accordance with copyright law for the purposes of academic research or individual study. The consequences of reproduction without respecting the law are borne by the reader.

#### VI. Borrowing

1. Lending is only possible in person, for personal use and with a valid library card. A reader may borrow only one copy of the same edition of a document.
2. The Library classifies documents into the following categories:
  - A. Borrowable

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- B. Borrowable with restrictions: documents designated as learning material, compulsory or recommended reading at the University
- C. Documents available to borrow and designated as learning material or compulsory or recommended reading at the University
- D. Non-borrowable

**3. Terms and conditions of borrowing:**

Maximum number of volumes that can be borrowed at one time: 8.

category	borrowing period	extension option
Borrowable	21 days	3 times
Available to borrow subject to restrictions	10 days	3 times
non-borrowable books for the reading space	from closing to opening, for a night or a weekend	none

The condition for an extension is that there is no waiting list for the borrowed volume.

**4. Terms and conditions for borrowing for lecturers and staff members of Corvinus University of Budapest**

Maximum number of volumes that can be borrowed at one time: 30.

category	borrowing period	extension option
Borrowable	60 days	2 times
Available to borrow subject to restrictions	21 days	2 times
non-borrowable books for the reading space	from closing to opening, for a night or a weekend	none

The condition for an extension is that there is no waiting list for the borrowed volume.

University staff members may borrow volumes acquired in the framework of a research project with a deadline that fits the research cycle.

- 5. Printed newspapers, journals, manuscripts, e.g. doctoral and candidate theses, PhD dissertations, papers of the Students' Scientific Association, and documents of museum value are only available for use on the spot.
- 6. The books available for use in the reading space can be borrowed for the night or for weekends, during the closing hours until the first opening hour of the next opening day.



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7. Borrowing can be extended via the computer catalogue or by email, provided that the reader is entitled to an extension and there is no waiting list for the work.
8. It is the responsibility of the reader to meet the borrowing deadline, and a late fee will be charged to readers who exceed the deadline, regardless of whether the Library has requested them to fulfil his/her obligations. Late fees for students of the University are charged to their collective account in Neptun.
9. No new documents may be borrowed and no extension may be requested until the amount of the late fee exceeds the amount of the debt as specified in the current price list.
10. A book borrowed by others can be reserved via the computer catalogue. The Library will notify the reader of the receipt of the book reserved and will keep the book for him/her for 3 days from the date of notification.
11. After the borrowing period has expired, the Library will send a message to the registered email address of the reader(s) being late up to 3 times, requesting the return of the document(s). The Library will not send a postal notification of the expiry of the deadline. Notices sent by email are merely a convenience, and failure to receive them does not exempt the reader from the consequences.
12. After the 60<sup>th</sup> day following the expiry of the borrowing period, the Library will declare the borrowed document lost and charge the borrowing reader for the value of the document. For Corvinus students, the compensation fee will be charged to their Neptun collective account. For external readers, the Library will send a demand for payment by post.
13. If the demands are unsuccessful, the Library may enforce its claim through legal action, initiating an order for payment and then enforcement proceedings against the late reader. In addition to the late payment fee, other additional costs related to the procedure, such as notary's fees and enforcement fees, are charged to the late reader. Arrears of library fees and late payment fees for students of the University are governed by the provisions of the Regulation on Student Fees and Benefits (RSFB). External readers who are in arrears with their fees may be excluded from using the library.

## VII. Inter-library borrowing

1. As a member of the National Document Supply System, the Library requests documents not in its stock from national or foreign libraries as originals or electronic copies for readers with a library card.
2. The service may be requested using the electronic form available on the library's website. The Library provides original documents requested from Hungarian libraries free of charge. Original documents requested from abroad, as well as copies and electronic documents, are available for a fee. For University staff members, the Library may cover the fee.
3. The original documents requested can be used locally. After payment of the invoice, the reader may use the document requested and sent as a copy, subject to copyright and the conditions of the sending library.

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4. The Library also receives requests from users of other libraries in Hungary and abroad and provides the documents requested from its stock on inter-library borrowing for the period of time specified in the borrowing classification.

## VIII. Using the museum collection

1. The museum collection is open to university citizens and researchers from other institutions with a valid library card by appointment.
2. For information on how to check in, see the Museum Collection section of the Library's website.

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Annex 3

## COLLECTIONS REGULATIONS

According to the mission statement of the University Library of Corvinus University of Budapest (hereinafter: Library), as one of the basic institutions of lifelong learning, it supports the acquisition of knowledge and the creation of new knowledge through its educational, knowledge-sharing, service and community-building activities.

Its core tasks in the field of collection building, taking into account the University's strategic objectives and the relevant legislation, are:

1. As a university library, providing academic information for teaching, research and learning at the University in all disciplines and at all academic levels of education relevant to the University and caring, preserving and publishing the University's knowledge creation
2. As a public specialised academic library, building and providing a high-quality research stock in the fields of economics, business and social sciences, and to participate in the operation of the National Document Supply System.

### Purpose of the Collections Regulations

The Regulations set out the principles and procedures to ensure that

- the collection supports teaching, research and learning at the university,
- the library fulfils its role in the long-term preservation of the collection as a resource and, in particular, of the intellectual products of the university,
- collection building decisions are fully in line with the mission and objectives of the University.

### Collection structure

The Library collection is divided into the following sections

- printed core stock: books, periodicals and other printed documents, whether permanently or temporarily preserved, intended to provide the literature for teaching and research at any given time,
- electronic collection,
  - electronic books purchased or licensed,
  - databases: literature, business and statistical data sources purchased or subscribed to at institutional level or on a consortium basis,
  - university institutional repositories: digital institutional archives that store, archive and provide copyright-compliant services for intellectual products,

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research results, publications, doctoral and student theses and digital documents related to the university's mission,

- special collections: those parts of the stock that the Library treats separately because of their special characteristics (period, provenance, subject, individual and/or collection value, etc.). Current special collections:
  - museum collection: includes the documents from the Library's stock that are classified as museum library documents according to the provisions of Decree No. 22/2005 (18 July) of the Minister of National Cultural Heritage,
  - Digital Collection on the History of Corvinus University: digital archive of resources and publications related to the history of the institution and its predecessors,
  - Hungarian Economic History Digital Collection: a digital collection of works by major Hungarian economists,
  - a collection of university posters and small prints.

### **Collection accumulation and collection scope**

The Library carries out planned acquisitions based on stock analysis, partly data-driven, in line with the needs of teaching and research, and increasingly complemented by user-driven acquisitions based on the needs of lecturers and researchers. It is a member of the EISZ national consortium for efficient stock building and collaborates with other academic libraries to implement the expanded collection.

Library purchases and subscriptions serve the entire community of the University. The Library does not acquire content whose use is restricted to individuals. In rare and exceptional cases, the terms of a licence for an electronic data resource may restrict access to a university organisational unit if the organisational unit is funding the purchase.

The scope of the collection varies according to the disciplines taught and researched at the University and the types of documents that can be identified according to other criteria

### **Depth of the scope of collection and its aspects in terms of discipline**

The Library

- as a university content holder, it aims for completeness by collecting
  - the published academic works of the University's lecturers and researchers
  - the literature provided as learning material for the subjects taught at the University,
  - publications of the University and the Library,
  - the documents submitted for the award of diplomas and degrees (doctoral dissertations and theses),
  - award-winning students' academic work,

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- documents relating to the history of the University and the Library and their predecessors,
- as a university library and a public academic specialised library, it collects selected Hungarian and leading international academic literature in the disciplines taught and researched, with a special emphasis on Hungarian literature in economics and management

The depth of collection and its aspects in terms of discipline apply to all types of documents.

### **Information media**

The documents defined by the collection scope are collected by the library on any of the available information media types. To improve accessibility, the development of collections on electronic media is a priority. The choice of the information medium is made taking into account the habits of the disciplines, user needs and cost-effectiveness.

### **Currency**

The Library's collection scope is current. Retrospective collection development may be necessary to adapt to changes in the University's teaching and research focus, or to complement the existing collection.

### **Copy numbers**

By default, the Library will only purchase multiple copies when justified. The number of copies is determined by a specific professional decision based on the current needs of teaching and research at the University and users.

The Library is not responsible for providing students with a full range of textbooks. However, to support teaching and learning, it makes available all the works listed as compulsory and recommended literature in its collection.

### **Language**

- the library collects the documents covered by its collection scope in Hungarian and in the world languages relevant to the field of study and to the foreign language programmes offered at the institution, and the publications of the University's lecturers in any language.
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### **Ways and sources of stock increase**

- Purchase – final ownership
- Subscription, licensing – access for a limited period
- Gifts

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- Obligatory copies
  - works allocated by the National Széchenyi Library in accordance with Government Decree No. 717/2020 (30 December)
  - university obligatory copies of works and publications published by the University

### **Selection criteria**

- The Library collects all the works marked as compulsory and recommended literature used in education. It is the responsibility of the academic community to inform the Library of the works they wish to use in their teaching, and the Library is responsible for their acquisition and provision.
- The acquisition of academic literature and information resources for academic research and monitoring the development of relevant disciplines is carried out in cooperation between the lecturers' community and the Library. The final decision on the use of the purchase budget is the responsibility of the Library.
- The Library acquires documents related to the University, its history or necessary for its current operations.
- Cost, foreseeable frequency of use, usability, functionality and value for money are all selection criteria to be taken into account when making purchasing decisions.

### **Preservation**

- The Library archives
  - documents that are classified as museum library documents according to the provisions of Decree No. 22/2005 (18 July) of the Minister of National Cultural Heritage,
  - publications of the University and the Library,
  - academic publications attributed to university lecturers,
  - doctoral dissertations defended at the University,
  - printed documents of a high academic standard with a Hungarian imprint in the fields of economics and management,
- The Library permanently preserves printed documents that serve to provide academic literature for education and research and represent the development of the relevant disciplines.
- The Library temporarily holds and provides documents that are necessary for the supply and services for readers at a given time, but which are not necessary and/or inefficient to keep for the long term.

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In the case of the purchase of the use of electronic resources for a limited period of time, the retention/access period is defined in the contractual terms and conditions. The Library aims to ensure the permanent usability of the documents subscribed to.

### **Stock reduction**

The following legislation in force shall be taken into account for stock reduction:

Joint Decree No. 3/1975 (17 August) of the Minister of Culture and the Minister of Finance on library inventory control (stocktaking) and on the regulations for deregistration from library inventories,

Decree No. 22/2005 (18 July) of the Minister of National Cultural Heritage on regulations concerning the management and record keeping of historical library documents,

Stock reduction may take place for the following reasons:

- planned stock reduction (removal of documents that are obsolete, no longer suitable for teaching and research purposes, and not related to the University, including the reduction of the number of copies),
- natural wear and tear,
- other reasons (e.g. uncollectable claims or compensated claims),

In the case of scheduled stock reduction, the Library will keep at least 1 copy of the works to be archived in its collection.

The Library shall offer the documents subject to the reduction to the national library system pursuant to Point (c) of Paragraph (1) of Section 59 of Act CXL of 1997.

### **Processing, publishing and ensuring searchability**

The Library registers, explores and publishes the documents in its collection in accordance with the relevant legislation and library standards.

The Library provides users with standard exploration applications (online catalogue or electronic search applications) that are interoperable with international services to help them use the collection.

Provides information on electronic resources covered by the collection scope that are accessible remotely without restriction (e.g. open access) through library applications for exploration.

### **Open access**

The Library is committed to the digital open access publication of academic content. As part of their collection-building work, librarians systematically evaluate, select and make available through library applications works that enrich the collection, whether they enhance traditionally available content or offer an alternative use.

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### **Receiving donations and inheritances and incorporating them into collections**

The Library does not generally accept unsolicited donations due to storage capacity constraints and legal considerations. In individual cases, i.e. documents serving education and research or being of special historical value, the Library will examine the donation and, if it accepts it, will determine the selection, processing, conservation and service characteristics on the basis of its own professional judgement.